

A Guide to Weddings at Colby



All weddings and other events must be planned through the Office of Campus Events or the Office of Special Events and Conference Services. Please review the guidelines below before contacting these offices.

Guidelines

Bride or Groom must be a:

- Colby graduate
- Son/daughter of a Colby graduate
- Colby employee/retiree
- Son/daughter of a Colby employee/retiree

Special Events

Special events allowed within guidelines include (all subject to availability):

- Weddings, Receptions, Rehearsal Dinners or Brunches
- Bar Mitzvah, Bat Mitzvah or other Religious events
- 25th, 35th, 40th, 50th Wedding Anniversary

Birthday parties, bridal or baby showers, and general parties (including reunions for external groups) are NOT allowed on campus.

Scheduling

For special events scheduled during the Academic Year (August 16 – April 31), please contact **Karen Ledger** in the Office of Campus Events at krledger@colby.edu or at 207-859-4736.

For special events scheduled during the summer (June 15 – August 15), please contact **Brian Bray** in the Office of Special Programs and Conference Services at bbray@colby.edu or at 207-859-4732.

Facilities are booked on a first-come, first-serve basis and are subject to availability. During the academic year, events are scheduled around courses and student programs and are limited to those times when students are on break. During the summer, events are scheduled around summer programs (i.e. camps, conferences and continuing education programs). Please note that Colby College schedules campus renovations and construction during the summer months. Due to the uncertainty of the College's summer construction schedule, the college is unable to reserve facilities more than one year in advance. Each year, a waiting list is assembled with a first and second choice of dates held. Once the construction schedule is set and contracts have been signed for summer programs, Special Programs will then contact those on the waiting list to provide available for the coming summer.

WEDDING FACILITIES

Lorimer Chapel - \$1,000 Rental Fee (Per Day)

A \$500 deposit is required with the balance due four weeks prior to the wedding.

- Piano** When the piano is to be used, it must be tuned before the rehearsal/ ceremony. Scheduling must be notified at least **four weeks in advance**. The fee is \$150 and is in addition to the rental charges for the Chapel.
- Rehearsal** Usually held the evening before the wedding. A custodian is on duty one-half hour before the rehearsal time to answer any last minute questions about the facility. The rehearsal space is included in the rental fee.
- Wedding** A custodian is on duty at the Chapel one hour before the ceremony. Should earlier access be necessary for flowers, plants, or special decorations, arrangements must be made in advance.
- Seating Capacity**
- | | |
|-------------|-----|
| Downstairs | 400 |
| Upstairs | 140 |
| Rose Chapel | 30 |
- There are 13 rows of pews on either side of the main aisle of Lorimer Chapel. The aisle is 80 feet long.
- Clergy** It is the couple's responsibility to select a clergy person and to compensate that individual for her/his time.
- Photographs** Each clergy person has her/his own policy concerning photographs during the ceremony. It is important to discuss this ahead of time. Photos inside and outside of the Chapel are permitted following the ceremony.
- Parking** Weekend and evening parking is available for wedding guests in the Eustis Building parking lot. Spaces are limited in the area behind the Chapel. If there are guests who have special needs, parking and access is available at the Chapel lot with advance notice. The chapel lot is generally coned off for the wedding party the evening before.
- Special Note:** If parties wish to have an outdoor wedding at Colby, the College does not provide set-up or other services. You must hire an outside vendor for all rentals. However, the vendor must coordinate the setup with Colby College.

WEDDING FACILITIES CONTINUED . . .

The bridal party may use the Rose Chapel as a dressing room and the groom may use the organist's office (space to the right of the front) as a waiting area. A full-length mirror and coat rack are also available in Rose Chapel.

Please note that facility rental fees do not include custodial staff during ceremonies or celebrations. There is an additional hourly fee (\$24 per person) for staff to provide custodial service during these events.

Additional chairs and tables may be rented through an outside vendor.

Organists

Note: It is the couple's responsibility to select an organist and to compensate that individual for his/her time. Any of these organists can be engaged without permission of the College, at a fee to be decided upon by the organist. Any organist NOT on the list must forward a resume of her/his formal training and experience with pipe organs to the Office of Special Programs for approval **30 days before** the wedding. Listed are the qualified organists who are familiar with playing the Melon Organ in Lorimer Chapel:

Anna Beth Rynders Colby organist and usually available to play for Chapel weddings— arynders@colby.edu or (207) 859-5670

Susan M. Reisert (207) 877-8489

Other Music – please call the Colby Music Department for recommendations at (207) 859-5670

Johnson Pond

Colby does not provide services for weddings at Johnson Pond. Wedding parties are welcome to enjoy the pond for a ceremony or for photographs at their own risk and without additional set-ups.

RECEPTION FACILITIES

Page Commons Room (Cotter Union) - \$1,000 Rental Fee (Per Day)

A \$500 deposit is required with the balance due two weeks prior to the event. Please make check payable to Colby College and mail to Scheduling and Facilities.

Catered receptions in Cotter Union **are required** to be catered by Colby's dining services. Contact Brian Bray to discuss your catering needs.

Piano may be moved into the main level of the Page Commons Room. If tuning is desired before the reception, please notify the Office of Special Programs at least **four weeks in advance**. The fee is \$150 and is in addition to the rental fee for the facility.

Time Limit: Six hours from start of reception, and not past 1 a.m.

Special notes: Only birdseed may be thrown outside.

<u>Seating Capacity</u>	<u>Audience Style</u>	<u>Standing Reception</u>	<u>Sit Down/Rounds</u>
Page Commons	400+	400+	300

Smith, Robins, Hurd Rooms (Roberts) - \$500 Rental Fee (Per Day)

A \$250 deposit is required with the balance due two weeks prior to the event. Please make check payable to Colby College and mail to the Office of Special Programs.

Catering Receptions in Roberts Union **are required** to be catered by Colby's dining services. Contact Brian Bray to discuss your catering needs.

Piano Not available in this facility

Time Limit: Six hours from start of reception but not past 1 a.m.

<u>Seating Capacity</u>	<u>Audience Style</u>	<u>Reception</u>	<u>Sit Down/Round Tables</u>
Robins	80	150	48
Smith, Hurd, Robins	120	200	94

Parker Reed Room (Schair Swenson Watson Alumni Center) - \$1,000 Rental Fee (Per Day)

A \$500 deposit is required with the balance due two weeks prior to the event. Please make check payable to Colby College and mail to Scheduling.

Catered Receptions in Parker Reed **are required** to be catered by Colby's dining services. Contact Brian Bray to discuss your catering needs.

A piano is available in this facility

Time Limit: Six hours from start of reception but not past 1:00 AM

<u>Seating Capacity</u>	<u>Audience Style</u>	<u>Reception</u>	<u>Sit Down/Round Tables</u>
Parker Reed	100	150	120

Payments

Checks should be made payable to Colby College and mailed to Campus Events or Special Programs at the addresses below.

Colby College
Office of Campus Events
4736 Mayflower Hill
Waterville, ME 04901
Attn: Karen Ledger

Colby College
Office of Special Programs
4732 Mayflower Hill
Waterville, ME 04901
Attn: Brian Bray